

ADDITIONAL BUSINESS PROPOSAL INSTRUCTIONS AND UNIFORM COST ASSUMPTIONS

A SYSTEMS BIOLOGY APPROACH TO INFECTIOUS DISEASES RESEARCH BAA NIH-NIAID-DMID-08-22

In addition to the format requirements for the Business Proposal that are contained in Section L of the solicitation, the information presented in this section of the BAA is intended to provide uniform cost assumptions and business clarifications.

Offerors are advised to give careful consideration to the Broad Agency Announcement Description, Background and Introduction, Research and Technical Objectives, all reference material provided as attachments, the technical evaluation criteria, and, the BAA as a whole, in the development of your proposal. The information requested in these instructions should be used as a guide for the development and formatting of your Business Proposal. Offerors should consider and include the information requested here, as well as **any other** information which will benefit the proposal.

BUSINESS PROPOSAL – TABLE OF CONTENTS

SECTION 1 – PROPOSAL COVERSHEET (use form NIH 2043 identified in Section J)

SECTION 2 – COST OR PRICE SUPPORT

Section L of the BAA specifies the minimum documentation requirements for cost data and all cost related support. All related documentation should be included in the proposal in a clearly marked section.

SECTION 3 – UNIFORM COST ASSUMPTIONS

1) Technical Cost Assumptions

- a. High-Throughput Cores
Budget for labor, facilities, equipment and other types of resources related to the utilization of the informatics, functional genomics and proteomics cores through the entire contract period and of at least one of the metabolomics, glycomics and lipodomics cores for years 2 through 5 of the contract period.
- b. Facility Modifications/Renovations
Support will NOT be provided for facility modifications or renovations that would be accomplished prior to the initiation and during the performance of the contract.
- c. Monthly Meetings/Teleconferences
Assume monthly teleconferences with the Project Officer and Contracting Officer, as well as with the Contractor's key personnel.

2) Travel

- a. Post-Award Initiation Meeting: Assume one, 1-day meeting in the Bethesda, Maryland area for the Principal Investigator, Project Manager, key investigators and key subcontractor personnel.
- b. Annual Programmatic Meetings: Budget for travel costs (transportation, meals, hotel, etc.) for five (5) Contractor staff members, including the Principal Investigator, the Project Manager, Co-Investigators and selected subcontractors to attend annual 1-day programmatic meetings of the Systems Biology Programs at a location to be held in the Bethesda, Maryland area. All cost estimates for the annual programmatic meeting should be based on Government per diem rates.
- c. Annual Systems Biology Working Group Meetings: Budget for travel costs (transportation, meals, hotel, etc.) for ten (10) SBWG members and five (5) staff members of the Contractor or proposed subcontractors to attend annual one (1) day Systems Biology Working Group (SBWG) meetings to be held in the Bethesda, Maryland area. The annual SBWG Meetings will be held in conjunction with the annual Programmatic Meetings. All cost estimates for the annual SBWG meeting should be based on Government per diem rates.
- d. Scientific Meetings: Budget for travel costs (transportation, meals, hotel, etc.) for one (1) scientific meeting per year for up to five (5) Contractor or subcontractor personnel.
- e. Travel to subcontractor sites: Budget for travel costs (transportation, meals, hotels, etc.) for two (2) trips per year for up to two (2) personnel per trip for a maximum of 2 days to perform subcontractor oversight.

SECTION 4 - TABLE OF CONTENTS FOR DOCUMENTATION REQUIRED UNDER SECTION L OF THE SOLICITATION

1) Small Business Subcontracting Plan

Section L of the BAA specifies the minimum documentation requirements for completing a subcontracting plan. This plan should be turned in with the original proposal. All related documentation should be included in the proposal in a clearly marked section.

2) Extent of Small Disadvantaged Business Participation

Section L of the BAA specifies the minimum documentation requirements for small disadvantaged business utilization. This information should be turned in with the original proposal. All related documentation should be included in the proposal in a clearly marked section.

3) Past Performance Data, including references

Section L of the BAA specifies the minimum documentation requirements for providing past performance information. This information should be turned in with

the original proposal. All related documentation should be included in the proposal in a clearly marked section.